DEPARTMENT OF THE ARMY



HEADQUARTERS, 25TH INFANTRY DIVISION AND US ARMY HAWAII SCHOFIELD BARRACKS, HAWAII 96857-6000

APPG-PE

17 December 2014

MEMORANDUM FOR Incoming Soldiers and Families to 25th ID

SUBJECT: Temporary Lodging process for Soldiers and Families conducting a permanent change of station to Schofield Barracks.

- 1. This memorandum outlines the process for Soldiers and families to obtain temporary lodging on Oahu when they are assigned to 25th Infantry Division (ID).
- 2. Upon receipt of orders to the 25th ID, Soldiers should first contact the Inn at Schofield Barracks to arrange for temporary lodging. The Inn's phone number is (808) 624-9650 and is located on Schofield Barracks, which is a convenient location to stay upon arrival. Your orders are required to arrange lodging and can be faxed to Inn at (808) 624-5606 after you speak with the Inn's front desk staff. Guaranteed reservations have priority over non guaranteed reservations. If the Inn is booked at the time you will arrive on Oahu, the Inn will issue you a statement of non-availability (SNA). Conversely, the Inn cannot issue you the SNA if they have rooms available. If you would like to stay at a Temporary Lodging Allowance (TLA) approved hotel instead of staying at the Schofield Inn, the Inn will approve if they become full prior to your arrival. However, it is important for you to make travel plans and lodging arrangements very soon after receipt of your orders to the 25th ID, because room availability can be scarce during certain times of the year.
- 3. There are 17 locations- The Inn at Schofield Barracks, the Ohana Honolulu Airport Hotel, the Best Western Plaza and 14 "Aqua" hotels- where you will not have to pay in advance for lodging. At all other TLA approved hotels you must pay for lodging in advance. Please read the "TLA Information Paper" for further information on TLA reimbursement.
- 4. If you have any questions, please contact the Inn at Schofield Barracks at (808) 624-9650, Schofield Barracks Housing Services Office at (808) 655-3073/3076/3080, or the 25th G1 at (808) 655-1803.

CHRISTOPHER J. RUGA

LTC, AG Division G1

TEMPORARY LODGING ALLOWANCE (TLA) Processing Procedures

- PLEASE NOTE: You must be signed in off of leave to start TLA. Housing Services
 Office (HSO) and Army Hawaii Family Housing are two separate offices—located in the same
 building. You must in process with HSO within 5 working days if you will be receiving TLA. You
 must reside in a TLA approved hotel in order to receive TLA reimbursement. Vacation rentals are
 NOT authorized for TLA reimbursement. Finance requires an itemized receipt for
 reimbursement.
- Documents required to process TLA:
 - 1. Copy of orders and all amendments
 - 2. DA Form 31 showing date signed into installation
 - 3. Flight itineraries for all command sponsored dependents.
- All <u>married Service members and single Service members</u> with command sponsored dependents will in process with the HSO within 5 working days to process TLA.
- All bona fide bachelors or geographical bachelors in the grade of E-6 and above will in process
 with the HSO within 5 working days to process TLA. Service members in this category of E-5 and
 below may request to reside in the barracks up to 30 days and will require an Exception to Policy for additional time.
- <u>Dual military Service members that arrive together</u> will in process with HSO. <u>Dual military that do not arrive with their joint spouse</u> E-6 and above will in process with HSO. Those in grades E-5/below that do not arrive with joint spouse must reside in barracks until their dual spouse arrives.
- TLA is processed in 10-day increments.
 - TLA memorandum is issued by the appropriate office listed above.
 - <u>Service members assigned to Oahu North</u>—Schofield Barracks, Wheeler or Helemano will take all TLA documents to the Inn @ Schofield.
 - <u>Service members assigned to Oahu South</u>—Camp Smith, Fort Shafter, Tripler, Hickam will take all TLA documents to the Fort Shafter Finance Office.
- SM residing in lodging at the **Best Western Plaza**, **Ohana Airport Hotel**, **and Aqua Hotels**, will receive a promissory note on the 10th day of lodging. SM will take the promissory note, non-availability statement from the Inn @ Schofield and TLA Memo from housing to the appropriate office (Inn @ Schofield or Fort Shafter Finance)
- SM residing in the Inn @ Schofield will take their TLA Memo to the Inn @ Schofield or Fort Shafter Finance.
 - SM residing in the hotels that do the promissory note, must pay their lodging costs when they receive reimbursement from Finance. SM residing at the Inn @ Schofield— Lodging costs will be paid directly from Finance to the Inn @ Schofield and SMs meal portion will be paid on the 1st or 15th of the month.
- SM residing in any other TLA approved hotel must pay for their lodging in advance and take their receipt, TLA memo and non-availability from the Inn @ Schofield to the appropriate office (Inn @ Schofield or Fort Shafter Finance)

On Post Housing—Army Hawaii Family Housing (AHFH)
AHFH North Regional Office, Bldg 950, 215 Duck Rd—Schofield Barracks
AHFH South Regional Office, Bldg 1004, 111 7th Street—Fort Shafter Main Post 275-3700 275-3800

HOTELS

The Inn @ Schofield 624-9650 Ohana Honolulu Airport Hotel & Best Western Plaza 836-0661/372-0587 Tripler Lodging 839-2336 For a list of other TLA approved hotels, contact HSO.

5/8/2014

*EFFECTIVE 22 JAN 13, FINANCE WILL NOT ACCEPT PROMISSORY NOTES.

- *Some of the facilities listed are part condominium and part hotel. Only hotel rooms are TLA approved.
- *Daily room rates are set by the hotel. When making reservations, please ensure the room rate is within your TLA authorization. See page 8 of this brochure to determine your rate.
- *VACATION RENTALS / TIMESHARES / MWR CABINS / BED & BREAKFASTS ARE NOT TLA APPROVED.
- *Unless otherwise annotated, hotels are located in Waikiki.
- *No Online hotel receipts will be accepted (sites like Expedia.com, Hotels.com, etc.)
- *Rooms with kitchens receive half the TLA Meal Rate. See page 7 for further information.

Type of Rooms:	(S) Standard Hotel Room		(1) 1 bedroom (2) 2 bedrooms		oms
HOTEL		PHONE	ADEQUATE KITCHEN	TYPE OF ROOMS	ALLOWS PETS
Airport Honolulu Hotel 3401 N. Nimitz Hwy. Honolulu, HI 96819	(Airport)		NO Wi-Fi & hard wire/Fr ue per person per da		YES Inder TLA program
Ala Moana Hotel 410 Atkinson Dr. Honolulu, HI 96814		1-800-279-0126 808-921-6888	NO	(S) (1) (2)	NO
Ambassador Hotel of Waikiki 2040 Kuhio Ave. Honolulu, HI 96815		1-800-923-2620 808-941-7777	YES/NO	(S) (1) (2)	NO
Aqua Aloha Surf Waikiki 444 Kanekapolei Street Honolulu, HI 96813		1-866-406-2782 808-923-0222 Free Parking & In:	NO ternet for Military und	(S) (1) der TLA progra	NO am
,		=	ontinental breakfast	, ,	
Aqua Bamboo Waikiki 2524 Kuhio Ave.		1-866-406-2782 808-922-7777	YES/NO	(S) (1) (2)	NO
Honolulu, HI 96815		Free Parking & In	ternet for Military und	der TLA progra	am
Aqua Ewa Hotel Waikiki 2555 Cartwright Road		1-866-406-2782 808-922-1677	YES/NO	(S) (Suites)	NTE 30 lbs
Honolulu, HI 96815		Free Parking & in	ternet for willtary und	der TLA progra	am
Aqua Hokele Suites Waikiki 412 Lewers Street		1-866-406-2782 808-923-8882	YES/NO	(S)(1)(2)(3)	
Honolulu, HI 96815		Free Parking & Internet for Military under TLA program Pets are case by case basis thru September 2014			
Aqua Ilikai Hotels & Suites 1777 Ala Mona Blvd.		1-866-406-2782 808-949-3811	YES/NO	(S) (1)	NO
Honolulu, HI 96815		Free Parking & Internet for Military under TLA program			
Aqua Skyline at Island Colon 445 Seaside Ave	у	1-866-406-2782 808-923-2345	YES/NO	(S) (1)	NO
Honolulu, HI 96815		Free Parking & Internet for Military under TLA program			am

<u>HOTEL</u>	PHONE	ADEQUATE KITCHEN	TYPE OF ROOMS	ALLOWS PETS	
Aqua - Lotus Honolulu 2885 Kalakaua Ave. Honolulu, HI 96815	1-866-406-2782 808-922-1700 Free Parking & Intern	NO (S)		YES 1 Dog - NTE 20 lbs	
Tionolaid, Till 30010	rice raiking a intern	ct for Military and	UI ILA		
Aqua Luana Waikiki 2045 Kalakaua Ave.	1-866-406-2782 808-955-6000	YES/NO	(S) (1) (2)	NO	
Honolulu, HI 96815	Free Internet for Mili	tary under TLA pro	ogram		
Aqua Maile Sky Court 2058 Kuhio Ave.	1-866-406-2782 808-947-2828	YES/NO	(S)	NO	
Honolulu, HI 96815	Free Parking & Intern	et for Military und	er TLA progr	am	
Aqua Oasis - A Joy Hotel 320 Lewers Street	1-866-406-2782 808-923-2300	YES/NO	(S) (1)	NO	
Honolulu, HI 96815	Free Parking & Intern Complimentary Conti	-	er TLA progr	am	
Aqua Pacific Monarch 2427 Kuhio Ave.	1-866-406-2782 808-923-9805	YES/NO	(S) (1)	NO	
Honolulu, HI 96815	Free Parking & Intern	et for Military und	er TLA progr	am	
Aqua Pagoda Hotel 1525 Rycroft Street	1-866-406-2782 808-941-6611	YES/NO	(S) (1) (2)	YES - 1 Dog Only NTE 30 lbs	
Honolulu, HI 96814	Free Parking & Internet for Military under TLA program				
Aqua Palms Waikiki 1850 Ala Moana Blvd.	808-952-8103	YES/NO	(S) (1)	NO	
Honolulu, HI 96815	Free Parking & Intern	et for Military und	er TLA progr	am	
Aqua Park Shore Waikiki 2586 Kalakaua Ave.	1-866-406-2782 808-923-0411	NO	(S) (1) (2)	NO	
Honolulu, HI 96815	Free Parking & Intern	et for Military und	er TLA progr	am	
Aqua Queen Kapiolani Hotel 150 Kapahulu Ave	1-866-406-2782 808-922-1941	NO	(S) (1)	NO	
Honolulu, HI 96815	Free Parking & Intern	et for Military und	er TLA progr	am	
Aqua Waikiki Pearl	1-866-406-2782	YES/NO	(S)(1)(2)(3)	YES - Dogs Only	
415 Nahua Street Honolulu, HI 96815	808-922-1616 Free Parking & Intern	et for Military und	er TLA progr	Limit 2 - NTE 35 lbs	
Tionolaia, Fil Cooto	Troo ranking a intom	or for immedity and	or TEA progr	uiii	
Aqua Waikiki Wave 2299 Kuhio Ave.	1-866-406-2782 808-922-1262	YES/NO	(S) (1)	YES - Dogs Only Limit 2 - NTE 35 lbs	
Honolulu, HI 96815	Free Parking & Intern	et for Military und	er TLA progr	am	
Aqua White Sands Hotel 431 Nohonani Street Honolulu, HI 96815	1-866-406-2782 808-924-6273	YES/NO	(S) (1)	NO	

<u>HOTEL</u>		<u>PHONE</u>	ADEQUATE KITCHEN	TYPE OF ROOMS	ALLOWS PETS
Aston at the Executive Centre Hotel 1088 Bishop Street Honolulu, HI 96813	(Downtown)	1-866-744-2924 YES/NO (S) (1) (2) NO 808-539-3000 Government Rate includes Free Breakfast & Internet			
Aston at the Waikiki Banyan 201 Ohua Ave. Honolulu, HI 96815		1-866-774-2924 808-922-0555 Government Rate inc	YES cludes Free parkin	(S) (1) (2)	NO
Aston Waikiki Beach Hotel 2570 Kalakaua Ave. Honolulu, HI 96815		1-800-877-7666 808-922-2511 Government Rate ind Single rate per diem		_	
Aston Waikiki Beachside 2452 Kalakaua Ave. Honolulu, HI 96815		1-877-997-6667 808-931-2100	NO	(S)	NO
Aston Waikiki Beach Tower 2470 Kalakaua Ave. Honolulu, HI 96815		1-866-774-2924 808-926-6400 Free Parking for Milit	YES	(1) (2) ogram	NO
Aston Waikiki Circle Hotel 2464 Kalakaua Ave. Honolulu, HI 96815		1-866-774-2924 808-923-1571	NO	(S)	NO
Aston Waikiki Sunset 229 Paoakalani Ave. Honolulu, HI 96815		1-866-774-2924 808-922-0511 Government Rate inc	YES cludes Free Parkin	(1) (2)	NO
Best Western, The Plaza 3253 N. Nimitz Hwy. Honolulu, HI 96819	(Airport)	808-372-0587 Free Parking for Milit	-	_	YES
Breakers at Waikiki, The 250 Beach Walk Honolulu, HI 96815		1-800-426-0494 808-923-3181	YES	(S) (1)	NO
Castle - Waikiki Grand Hotel 134 Kapahulu Ave. Honolulu, HI 96815		1-800-367-5004 808-923-1814 Free Parking & Intern	NO net for Military und	(S) der TLA progr	NO am
Castle - Waikiki Shore 2161 Kalia Rd. Honolulu, HI 96815		1-800-367-5004 808-952-4500 Free Parking & Intern	YES	(S) (1) (2) der TLA progr	NO am
Coconut Waikiki Hotel a Joie de Vivre Hotel 450 Lewers Street Honolulu, HI 96815		1-866-974-2626 808-923-8828 Free Parking for 1 ca for Military under T			NO

<u>HOTEL</u>		<u>PHONE</u>	ADEQUATE KITCHEN	TYPE OF ROOMS	ALLOWS PETS	
Courtyard by Marriott Waikiki Beach 400 Royal Hawaiian Ave. Honolulu, HI 96815		1-877-995-2638 808-954-4000	NO	(S) (1)	NO	
Doubletree Alana Hotel-Waikiki 1956 Ala Moana Blvd. Honolulu, HI 96815		1-800-222-8733 808-941-7275	NO	(S) (1)	NO	
Embassy Suites Waikiki Beach Wa 201 Beach Walk Honolulu, HI 96815	lk	1-800-362-2779 808-921-2345 Free Breakfast and In	NO (1) (2) NO nternet for Military under TLA program			
Equus, The 1696 Ala Moana Blvd. Honolulu, HI 96815		1-541-633-2718 808-949-0061	NO	(S) (1) (2)	NO	
Hale Koa Hotel 2055 Kalia Rd. Honolulu, HI 96815		1-800-367-6027 808-955-0555	NO	(S) (1)	NO	
Harbor Arms Apt. Hotel (Aiea) 98-130 Lipoa Pl. Aiea, HI 96701		1-800-360-5556 808-488-5556 Free Parking & Interne	YES (1) (2) NO All rooms ernet for Military under TLA program			
Harbor Shores Apt. Hotel 98-145 Lipoa Pl. Aiea, HI 96701	(Aiea)	1-800-227-8796 808-488-5742 Free Internet, Parking	YES All rooms & Long Distance	(2) Phone Calls	YES Any pets	
Hawaii Prince Hotel Waikiki 100 Holomoana Street Honolulu, HI 96815		1-888-977-4623 808-956-1111	NO	(S) (1) (2)	NO	
Hawaiian King Condo Hotel 417 Nohonani Street Honolulu, HI 96815		808-922-3894 Free Internet for Milita	YES (S) (1) and NO Studios itary under TLA program			
Hawaiian Monarch Hotel 444 Niu Street Honolulu, HI 96815		1-866-293-4738 808-945-3444	NO	(S) (1)	NO	
Hilton Hawaiian Village Beach Resort and Spa 2005 Kalia Rd. Honolulu, HI 96815		1-800-445-8667 808-949-4321 Non-reimbursable res	NO sort fee may apply	(S)	NO	
Hilton Waikiki Beach 2500 Kuhio Ave. Honolulu, HI 96815		1-888-243-9252 808-922-0811	NO	(S)	NO	

<u>HOTEL</u>		<u>PHONE</u>	ADEQUATE KITCHEN	TYPE OF ROOMS	ALLOWS PETS
Holiday Inn Waikiki Beachcomber 2300 Kalakaua Ave. Honolulu, HI 96815		1-800-279-0126 808-921-6888	NO	(S) (1)	NO
Hotel Renew 129 Paoakalani Ave. Honolulu, HI 96815		1-888-485-7639 808-687-7700 Free Breakfast & Inte	NO ernet for Military u	(S) Inder TLA prog	YES Limit 2 - NTE 20 lbs gram
Hyatt Place 175 Paoakalani Ave. Honolulu, HI 96815		1-800-367-5004 808-922-3861	YES/NO	(S)	NO
Hyatt Regency Waikiki 2424 Kalakaua Ave. Honolulu, HI 96815		1-800-233-1234 808-923-1234	NO	(S) (1) (2)	YES
llima Hotel 445 Nohonani Street Honolulu, HI 96815		1-800-801-9366 808-923-1877 Free Parking & Intern	YES All rooms net for Military und	(S)(1)(2)(3)	
Inn at Schofield Barracks 563 Kolekole Ave. Wahiawa, HI 96786	(Schofield)	1-800-490-9638 808-624-9650 Free Parking for Milit	NO tary under TLA pr	(S)	NO
JW Marriot Ihilani Resort & Spa 92-1001 Olani Street Kapolei, HI 96707	a (Kapolei)	808-679-0079	NO	(S) (2) and Suites	NO
Lodge at Kaneohe Bay, The Building 3038 Kaneohe MCBH, HI 96744	(Kaneohe)	808-254-2806 Free Parking, Breakf	NO ast & Internet for	(S) Military under	YES Limit 2 - NTE 50 lbs
Miramar at Waikiki, The 2345 Kuhio Ave. Honolulu, HI 96815		1-800-367-2303 808-922-2077	NO	(S)	NO
Moana Surfrider 2365 Kalakaua Ave. Honolulu, HI 96815		Free Parking, Internet & Breakfast for Military under TLA program 808-922-3111 NO (S) NO Non-reimbursable resort fee may apply			
Navy Lodge @ Ford Island 1275 Saratoga Blvd Honolulu, HI 96818	(Pearl Harbor)	1-800-628-9466 808-440-2290 Free Parking for Milit	YES tary under TLA pr	(S)	YES Limit 2 - NTE 60 lbs
Navy Gateway Inn 1075 North Road, BLDG 1323 Pearl Harbor, HI 96860	(Pearl Harbor)	808-421-6113 Single Service Mem	NO bers Only	(S)	NO
New Otani Kaimana Beach, Th 2863 Kalakaua Ave. Honolulu, HI 96815	е	1-800-356-8264 808-923-1555	NO	(S) (1)	NO

<u>HOTEL</u>		<u>PHONE</u>	ADEQUATE KITCHEN	TYPE OF ROOMS	ALLOWS PETS
Ohana Waikiki East 150 Kaiulani Ave. Honolulu, HI 96815		1-800-279-0126 808-921-6888	NO	(S) (1) (2)	NO
Ohana Waikiki Malia 2211 Kuhio Ave. Honolulu, HI 96815		1-800-279-0126 808-921-6888	NO	(S) (1)	NO
Ohana Waikiki West 2330 Kuhio Ave. Honolulu, HI 96815		1-800-279-0126 808-921-6888	NO	(S) (1)	NO
Outrigger Reef on the Beach 2169 Kalia Rd. Honolulu, HI 96815		1-800-279-0126 808-921-6888	NO	(S) (1)	NO
Outrigger Regency on Beachwalk 255 Beach Walk Honolulu, HI 96815		1-800-279-0126 808-921-6888	NO	(S) (1) (2)	NO
Outrigger Waikiki on the Beach 2335 Kalakaua Ave. Honolulu, HI 96815	ו	1-800-279-0126 808-921-6888	NO	(S)	NO
Pacific Beach Hotel 2490 Kalakaua Ave. Honolulu, HI 96815		1-800-367-6060 808-922-1233	NO	(S) and Suites	NO
Pacific Marina Inn 2628 Waiwai Loop. Honolulu, HI 96819	(Airport)	808-836-1131 Free Parking for Milita	NO ary under TLA pr	(S) and Suites ogram	NO
Paradise Bay Resort 47-039 Lihikai Dr. Kaneohe, HI 96744	(Kaneohe)	1-800-735-5071 808-239-5711 Free Parking, Breakfa	YES/NO	(S) (1)	Yes Limit 2 TLA program
Ramada Plaza Waikiki 1830 Ala Moana Blvd. Honolulu, HI 96815		1-888-992-4545 808-955-1111 Free Internet for Milit	NO ary under TLA p	(S) rogram	NO
Royal Alakai Inn Bldg. 1153 Hickam AFB, HI 96853	(Hickam AFB)	808-260-1200 808-448-5974/5962 Free Parking & Intern	YES/NO	(S) (1) (2)	YES Limit 2 - NTE 20 lbs
Royal Hawaiian, The 2259 Kalakaua Ave. Honolulu, HI 96815		1-800-325-3535 808-923-7311	NO	(S)	NO
Sheraton Princess Kaiulani 120 Kaiulani Ave. Honolulu, HI 96815		1-888-627-8110 808-922-5811 Non-reimbursable res	NO sort fee may appl	(S)	NO

HOTEL		<u>PHONE</u>	ADEQUATE KITCHEN	TYPE OF ROOMS	ALLOWS PETS	
Sheraton Waikiki Hotel 2255 Kalakaua Ave. Honolulu, HI 96815		1-808-931-4610 808-922-4422 Non- reimbursable re	NO	(S)	NO	
Shoreline Hotel Waikiki a Joie de Vivre Hotel 342 Seaside Ave.		1-866-974-2626 808-931-2444 Free Parking for 1	NO car per room/Wi	(S) Fi/in-room s	NO afe for	
Honolulu, HI 96815		Military under TLA	program. No re	sort fee.		
The Modern Honolulu 1775 Ala Mona Blvd. Honolulu, HI 96815		1-855-970-4161 808-943-5800	NO	(S) (1)	YES Limit 1-NTE Small	
Tripler IHG Bldg. 228B	(Tripler)	808 839-2336	NO	(S)	YES Limit 2 - NTE 70 lbs	
Honolulu, HI 96859		Free Parking, Breakf	ast & Internet			
Turtle Bay Resort 57-091 Kamehameha Hwy. Kahuku, HI 96731	(North Shore)	808-293-6000 808-293-8811 Non-reimbursable re	NO sort fee may appl	(S) (1) (2) y	YES NTE 25 lbs	
Vive Hotel Waikiki 2426 Kuhio Ave. Honolulu, HI 96815		808-687-2000 NO (S) NO Free Continental Breakfast, Free in-room safe & Internet				
Waikiki Beach Marriott Resort & Spa 2552 Kalakaua Ave. Honolulu, HI 96815	rt	1-800-367-5370 808-922-6611	NO	(S) (1) (2)	NO	
Waikiki Gateway Hotel 2070 Kalakaua Ave. Honolulu, HI 96815		1-800-247-1903 808-955-3741	NO	(S) and Studios	NO	
Waikiki Resort Hotel 2460 Koa Avenue Honolulu, HI 96815		1-800-367-5116 808-922-4911	YES/NO	(S)	NO	
Waikiki Sand Villa Hotel 2375 Ala Wai Blvd.		1-800-247-1903 808-922-4744	YES/NO	(S)	NO	
Honolulu, HI 96815		Free Breakfast & Internet for Military under TLA program				

A room with a **kitchen** contains the essentials for preparing and consuming meals to include a table, running water, kitchenware, tableware, refrigerator, and a range with at least hotplates / two burners / four burners with an oven or microwave oven.